

SOLID WASTE MANAGER

DEFINITION

Under general supervision, coordinates and implements the City's contracted refuse and recyclable collection; enforces the City's refuse, recycling, business license and applicable property maintenance ordinances; and performs other duties and responsibilities as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting directly to the Director of Finance. Incumbent should have knowledge of departmental policies, operations, and goals, and apply discretion in using this knowledge in the performance of tasks. Work is performed independently under established policies, procedures and regulations, with significant latitude for independent judgement. Instructions are generally given only upon request, and originality of thinking is required in interpreting and applying policies and regulations, with considerable latitude for determining materials and work methods used. Incumbent must demonstrate ability in oral presentation techniques and the necessary skills to deliver the appropriate information in a clear, concise and logical manner to supervisors, fellow employees, and subordinates. Work is subject to review in progress and upon completion through spot checks, conferences, and reports.

TYPICAL TASKS

Coordinates and promotes the City's various recycling programs; evaluates waste reduction and other recycling programs; provides staff support to administer solid waste programs; serves as liaison to the community on waste management matters; ensures contractor compliance with refuse contract; represents the City in inter-agency solid waste planning work groups and makes educational presentations; provides technical assistance and coordination for development and utilization of a materials recovery facility; researches and develops markets and outlets for recyclable materials; oversees monitoring of new structures for occupancy and compliance with refuse and recycling ordinances; oversees enforcement of business license and applicable property maintenance ordinances; oversees collection of current and delinquent accounts; oversees notification to residents of the provisions of refuse and recyclable ordinances and contractor collection practices; oversees monitoring of commercial refuse and recycling accounts, bins and containers for size, amount, type of container and kind of refuse and recyclables; monitors issuance of citations and appearances in court to support citations when citizens or businesses refuse to comply with refuse, recycling, business license, or applicable property maintenance ordinances; prepares reports and statistical data as required; participates in enforcing City safety rules and regulations and conducts periodic staff safety meetings; establishes and maintains cooperative working relationships with the public; meets with a variety of individuals and groups to provide information, enlist support, and resolve issues; establishes and modifies policies, guidelines and procedures for department; responds to emergency situations as necessary; and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Bachelor's Degree from an accredited college or university in business administration, public administration, environmental studies, or related field, and two years of progressively responsible administrative experience coordinating and supervising a refuse collection or recycling program, preferably with a public agency.

Knowledge & Abilities - **Knowledge of:** Federal, state and local regulations governing refuse and recyclable management; basic principles and practices of public relations; public administration techniques, including the principles of organization and budgeting; and occupational hazards and safety precautions required in the solid waste field. **Ability to:** operate a personal computer utilizing modern word processing and spreadsheet software; perform accurate mathematical calculations and computations; prepare analytical reports; maintain accurate records; analyze data, recognize problems and make decisions under pressure; effectively demonstrate oral communication skills; compose clear, concise, and grammatically correct original correspondence; use patience, tact, and courtesy when dealing with a wide variety of people; prioritize and schedule workload to ensure completion of tasks especially when faced with deadlines; and operate a City vehicle in a safe and efficient manner.

Licenses & Certificates - Must possess a valid California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in both an office and field environment in close proximity to other workers. Moderate exposure to a variety of environmental conditions such as dust, fumes, odors, extreme temperatures and inclement weather, noise, vibrations, machinery and its moving parts. Physical demands are light, consisting primarily of sitting, standing, walking, bending and stooping. Incumbent must have the mobility to visit various sites on a regular basis, and be able to see and hear in the normal range with or without correction. Incumbent must possess the stamina to work long hours and overtime if necessary.

APPROVED:


DIRECTOR OF HUMAN RESOURCES


CITY MANAGER

DATE ADOPTED: May, 1995